

SPF SIG Priority Focus Tool #1

Agency Tracking Form

LSAA Name:

Person Completing Form:**Submission Date:**

In the table below, record the specific agency contacted (name), the community it represents, the name and job title of the person interviewed (or that you attempted to interview) and date the information was actually collected. For the data boxes, use the dropdown to indicate: yes (it is collected and available to you); not collected (the agency does not keep track of the data); or no access (the agency collects it but you cannot have access to it). *Note that the Property Damage data box is only applicable to the ARMVC priority; leave it blank for PNMM.* Use the comment box to note any specifics regarding the data or its availability that you feel are relevant (i.e. which demographic information is available, etc.). If you do not have access to the data or records are not kept, indicate in the comment box why not. You can also use the Comments box to record attempts to contact the target person (i.e. 6/2/08: left message). If you are never able to make contact, columns 4-8 will be empty. If you are unsuccessful contacting one person from an agency, attempt to contact someone else and add them in a new line. If you need additional rows for your table, contact Bach Harrison. This tool will be submitted to the state as part of your plan.

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Consequence Data – ARMVC & PNMM								
<i>Specific Agency</i>	<i>Community</i>	<i>Person Contacted</i>	<i>Date</i>	<i>Fatality Data</i>	<i>Injury Data</i>	<i>Property Damage Data</i>	<i>Demo-graphic Data</i>	<i>Comments</i>
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In the table below, record each agency contacted, the community they represent, the person spoken to (name and job title) and date information on the data was obtained. For most communities, the agency will either be a school or college; however, if you are able to obtain consumption data from another source you should record that here also. For the data boxes, use the dropdown to indicate: yes (it is collected and available to you); not collected (the agency does collect the data); or no access (the agency collects it but you cannot have access to it). Use the comment box to note specifics regarding the data or its availability that you feel are relevant (i.e. why it's not available to you or collected, what is available, etc.). Also use the Comments box to record contact attempts (i.e. 6/2/08: left message). If you are never able to make contact, columns 4 and 5 will be empty. If you are unsuccessful contacting one person from an agency, attempt to contact someone else and add them in a new line. If you need additional rows for your table, contact Bach Harrison.

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